

Department of Development Services – West Region
JOB OPPORTUNITY
SECRETARY 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: On Current Exam List

Position: Secretary 1 (80 hrs.)

Location: Lower Fairfield Center – Administration Bldg. - Norwalk

Job Posting No: 018388

Hours: 1st Shift ~ Monday – Friday 8:00am – 4:30pm, RDO's Saturday, Sunday. (80hrs.)

Salary: \$1,541.50/bi-weekly

Closing Date: October 21, 2013

Eligibility Requirement: This is a **competitive position**. Candidates must have applied for and passed the **Secretary 1** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Duties consistent with the Secretary 1 job classification. This position will provide support for the Director, DS Case Managers and other professional staff at the Lower Fairfield Center. Responsibilities include using a personal computer or other electronic equipment formats and types a full range of correspondence, reports, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling. Prepare expense accounts; make travel arrangements; maintain inventory of supplies and equipment; order supplies when necessary; complete, processes and maintain paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintain time and attendance records. Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals. Performs other related duties.

General Experience: Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitutions Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:

Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Yolette Tappin
Fax: 203-574-8857
Email: Yolette.tappin@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.